



Way of Hope to Life Organization

Human Resource Department

VACANCY ANNOUNCEMENT

POSITION INFORMATION

Vacancy Number:	WHL/HR-1120
Position Title:	Finance Officer
Organization:	Way of Hope to Life Organization
Location:	Base Kabul, and Travelling to Respected Provinces if Necessity
Duration	12 Months
No. of Position:	1
Type of Position:	Full Time
Nationality:	Afghan
Salary Scale:	Based on WHL salary Scale Policy
Gender:	Male
Announcing Date:	July 03, 2023
Closing Date:	July 18, 2023
Submission Email:	jobs@whl.org.af / whl.kabul@gmail.com

Organization Background:	<p>WHL: Way of Hope to Life Organization (WHL) is a non-profit and non-political organization. It was established in 2002 by an Afghan intellectual and veteran group of youth with the beliefs that meaningful empowerment and a better future is possible. The organization is registered with the Ministry of Economy. Over the last 20 years, WHL has implemented 251 projects in the areas of education, health, food security, livelihoods and water, sanitation and hygiene (WASH). Based on 20 years of experience in the field of humanitarian and community development, we strongly believe that development and alleviation of human suffering can best be addressed and healed through humanitarian cooperation and partnership, and that this should occur within a transparent, accountable and well-defined frame of action for common human goals and purposes. We abide by the principles of participation, empowerment, accountability, non-discrimination, equality and legality. As a civil society organization, WHL strongly believes in human rights-based development.</p>
Purpose of the Position:	<p>Finance Officer is responsible to manage day to day relevant finance specific responsibilities in a suitable manner with submission accurate reporting to the line manager.</p>

Job Summary	<p>Principal Duties and Responsibilities;</p> <p>Accounts and Recording</p> <ul style="list-style-type: none"> • Ensure all posted project vouchers into accounting software on daily basis are correct and accurate. • Ensure that all information in the accounting software is correct and complete. • Ensure prepared tax summary for all projects and recoding into manual tax database on timely base. • Ensure recorded all vendors tax in the tax database for tracking in upcoming month payment is precise. • The Finance Officer will be responsible for checking and further processing of WHL payroll for staff. • Ensure all Projects vouchers in the voucher recording database are accurate and proper. • Entering related financial transactions, updating Quick Books, and following exist template and proper record keeping according to exist guidelines of WHL. • Assure that enough cash is available for the daily project expenditures. • Assure that each payment has an approved receipt. • Taxes should be paid on time, and the assessment and cashing should be done after payment of tax • Assure that the payments are done after the approval of an authorized staff. • Make sure that the amount of money is requested within the authorized limitations. • Making all bank reconciliations on monthly base. • Insuring Reimbursement of Fund from donor so business could process its daily activities in smooth manner. • Any other project task as assigned by line manager <p>Filing and Supporting Documentation</p> <ul style="list-style-type: none"> • Confirm all vouchers are properly filed with specific coding for each project. • Confirm 'Paid' stamped of all the invoices and related documents before filing. • Confirm completeness of supporting documents in all respect which includes validity of signatures, cross-checking attendance and time sheets and verifying payments to staff. • Confirm all the financial documents are properly filed & tagged. <p>Audit and Spot Check</p> <ul style="list-style-type: none"> • Assist Finance Manager for conducting external and internal audit. • Assist Finance Manager for conducting spot check by Donors. • Submitting the entire supporting documents to internal, external audit and spot check. • Ensure effective management of financial operations and strengthen internal control including enforcement of financial discipline / guidelines.
Qualifications:	<ul style="list-style-type: none"> • Bachelor's degree in business administration, accounting or economics is required. • At lease have 2-4 years of relevant experience in finance with NGOs.
Skills:	<ul style="list-style-type: none"> • Excellent working knowledge of English, both written and verbal. Fluent, both written and verbally, in Dari/Pashto. • Good working knowledge of MS Office application (Word, MS Project, Excel), email and able to easily navigate internet.

	<ul style="list-style-type: none"> • Be able to uphold and respect Contracts ethics and to conduct activities with integrity. • To be a good team player who demonstrates patience, flexibility and honesty. • Be willing and able to meet tight deadlines and work long hours when required. • To be a self-starter, who is able to plan and manage their own work, takes initiative and strives to meet deadlines. • Ability to travel, and work at field.
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Reporting:	The finance officer will report to finance manager.
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Submission Guideline:	<p>Interested candidates, who meet the above-mentioned requirements/qualifications, should submit an up to date CV, with a Letter of Interest, via email to the following address: jobs@whl.org.af and copy to whl.kabul@gmail.com no later than July 18, 2023. Please clearly mention the Positions Title, and Vacancy Number i.e. (Finance Officer – WHL/HR-1120) in the subject line of the email.</p> <p>Only shortlisted candidates will be contact for written test & interview.</p>
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